

**Fee for Service Agreement  
Between  
Division of Disability and Elder Services/Bureau for the Blind  
And  
Division of Vocational Rehabilitation**

**July 1, 2003 to June 30, 2004**

This interagency agreement is entered into for the period of July 1, 2003 to June 30, 2004 by and between the Department of Health & Family Services, on behalf of the Division of Disability and Elder Services (DDES) and Bureau for the Blind (BFB), whose principal business address is 1 West Wilson Street, PO Box 7851, Madison, WI 53707-7851, and Division of Vocational Rehabilitation (DVR) whose principal business address is 201 East Washington Avenue, Rm, A100, PO Box 7852, Madison, WI 53707-7852.

**I. Purpose**

The goal of this agreement is to establish a fee for service agreement to provide vocational rehabilitation services to persons who are blind or visually impaired using the services of the Bureau for the Blind.

This agreement supersedes all previous contracts and agreements.

**II. Activities**

The Bureau for the Blind will provide assessments, rehabilitation teaching, Orientation and Mobility, and Low Vision services as requested on a DVR Purchase Order (RapWeb Order) for DVR consumers. See Exhibit 1 for detail on services. In-service training may be requested in writing on DVR purchase orders and billing format.

DVR will provide the DVR Purchase Order to the appropriate BFB Rehabilitation Specialist/Orientation & Mobility Specialist/Low Vision Specialist detailing services to be provided and expected outcomes. Consumer information in the form of initial interview notes and supporting documentation if available, i.e., medical, psychological, eye report and individualized Plan for Employment (IPE) including employment goal.

### **III. Financial Impacts**

This is a Fee for Service Agreement. DDES/BFB shall bill DVR on a monthly basis for DVR consumers who have received the specified rehabilitation services in accordance with the services described on the DVR purchase order. DVR will not make payments for costs in excess of the Fees for Services schedule or incurred outside the Agreement period (See Exhibit 1 for Fee for Service Schedule).

The invoice is to include the following:

- DVR Purchase Order Number
- DVR Consumer Name
- DVR IRIS Number
- Unit cost for each DVR consumer
- Miles traveled
- Total amount charged per consumer
- Grant Total amount of the invoice

See Exhibit 1 - Fee for Service schedule.

Invoices are to be mailed to:      DWD Invoice Control Unit  
PO Box 7892  
Madison, WI 53707

Monthly consumer progress reports must be provided by BFB. Progress reports are to be sent electronically to the DVR Counselor. Progress reports are to be submitted (using Word 97) on a timely basis, prior to being invoiced.

DVR reserves the right to withhold payments for services for noncompliance with the terms of the Agreement notifying DDES/BFB in writing of its noncompliance. Payments will be released when compliance has been satisfied. Payment to DDES from DVR will be made within 30 days of satisfied compliance.

Payment is to be mailed to:      Division of Disability and Elder Services  
1 West Wilson Street, B275  
PO Box 7851  
Madison, WI 53707-7852  
ATTN: LuAnn Paepke

### **IV. General Assurances**

1. DDES assures DVR it will meet all financial requirements, state and federal, associated with the various types of funds provided under this contract.

2. There are no assurances of a certain level of usage of services. DVR Vocational Rehabilitation Counselors and consumers will select the program and provider that best meets the needs of the consumer.
3. Federal and State Compliance and Assurances: DDES agrees to accept and adhere to all applicable terms of the Americans with Disabilities Act, Rehabilitation Act of 1973 as amended, related federal regulations, RSA Policy Directives, and all applicable State statutes, administrative rules, and policy and management directives, in the provision of vocational rehabilitation services to persons who are blind or visually impaired.
4. Confidentiality: The BFB shall not release personal information regarding any consumer authorized for services by DVR without the prior written consent of the consumer. The applicable statutory references for confidential information at the time of this Agreement are 34 CFR 361.38, Code of Federal Regulations, and Chapter 146.81 (hg), Miscellaneous Health Provisions and DWD 68, Wisconsin Administrative Code (Confidentiality of DVR records).

**Bureau for the Blind Fee for Service Schedule**

The Bureau for the Blind (BFB) is an itinerant-based program with a staff of Rehabilitation Specialists that will guarantee service in all 72 counties of Wisconsin.

**BFB Rehabilitation Specialist Services**

**Comprehensive Assessment .....\$650.00 per client**

The Rehabilitation teaching assessment process will determine the current skill levels of the individual in the following areas: Communications, Activities of Daily Living (ADL) and Orientation & Mobility (O&M) and, if applicable, at a Work site. A Rehabilitation Specialist is an individual who has successfully completed a professional preparation program of Rehabilitation Teaching from a nationally recognized university; or is participating in an ongoing in-service training program of study in Rehabilitation Teaching and has been employed to provide this service.

The Communication component may include assessments in adaptive reading & writing skills, keyboarding, and use of audible equipment. The communication assessment may determine activities and systems that contribute to a "work-ready state" such as filing paperwork, paying bills, mailing packages, and taking medications correctly and/or on time using time keeping devices. Additionally, assessments for braille usage, handwriting with a variety of guides, and the use of other technology for note taking may be completed.

The ADL component may include, but is not limited to, an assessment in the basic skills of kitchen safety, food preparation, basic skills of clothing care and coordination, hygiene & grooming, nutritional screening, basic home cleaning and maintenance techniques, and money management skills.

A Rehabilitation Specialist assessment in O & M will identify functional travel skills and transportation barriers. A referral for an O & M comprehensive assessment and training by an O & M Specialist may be recommended.

A Work Site assessment will identify the barriers to successful work performance, assessment of functional vision, and provide recommendations for appropriate adaptive equipment or reasonable accommodations specific to a work site.

A Comprehensive Assessment Report covering all requested areas and specific referral questions will be provided to the referring VR Counselor.

**Mileage Charges:**

First 100 Miles .....Included in contract services rate  
Miles over 100 ..... 75 cents/mile

Based on Round trip travel to and from the RS headquarter city and the site where services are provided. The client services invoice will include a mileage log.

**Rehabilitation Specialist Teaching: ..... \$65.00 per hour**

This is a service that will include individualized training based on the assessment within the wide range of skilled services that BFB Rehabilitation Specialists provide. These skilled services include independent living skills to prepare consumers to be work ready. This encompasses the instructional areas of Communications, and Activities of Daily Living as detailed above. Rehabilitation Specialists may also provide indoor orientation skills based on the assessment results. Work site training will be based on the assessment report recommendations.

A written report will be submitted to the referring VR Counselor.

**Mileage Charges:**

First 100 Miles .....Included in contract services rate

Miles over 100 ..... 75 cents/mile

Based on Round trip travel to and from the RS headquarter city and the site where services are provided. The client services invoice will include a mileage log.

**Orientation and Mobility Specialist**

**Orientation and Mobility (O&M)..... \$70.00 per hour**

This is a service that includes an individualized O&M comprehensive assessment and provision of training to reach specific outcome objectives with a consumer by an O&M Specialist. The O&M Specialist is a trained individual who has successfully completed a professional preparation program of Orientation and Mobility Training from a nationally recognized university; or completed a consumer recognized in-service training program of study in Orientation and Mobility and has been employed to provide O&M services.

These services may include orientation to community and worksite location, route planning techniques, cane techniques, and independent travel skills.

A written report will be submitted to the referring VR Counselor.

**Mileage Charges:**

First 100 Miles .....Included in contract services rate

Miles over 100 ..... 75 cents/mile

Based on Round trip travel to and from the RS headquarter city and the site where services are provided. The client services invoice will include a mileage log.

**Itinerant Orientation and Mobility (O&M) .....\$80.00 per hour**

An Orientation & Mobility (O&M) Specialist will provide an O&M Evaluation and training at a client's worksite or other appropriate location.

- a) Outside of a 75-mile radius, there must be a minimum of three (3) DVR clients in a concentrated geographic area for services to be referred and contracted.
- b) The emphasis of the evaluation will focus on the client's employment objective. The client may be currently employed, or
- c) The evaluation will include an assessment to determine functional travel skills. The evaluation may include training to identify the consumer's ability to travel to and from the work site independently.

A worksite O&M evaluation will additionally identify specific barriers to successful employment related to travel skills and transportation resources.

**Low Vision Services**

**Low Vision Evaluation .....\$300.00**

A Low Vision Therapist will provide a Low Vision Evaluation at the Low Vision Center located at the 6830 Villard Ave DVR office in Milwaukee. The Low Vision Therapist is an individual who has successfully completed a professional preparation program of Low Vision Training from a nationally recognized university; or completed a consumer recognized in-service training program of study in Low Vision Training and has been employed to provide this service. The evaluation service will include an assessment to determine functional residual vision, including an evaluation for feasibility of specialized non-prescription optical aids; and provide exploration of specialized non-optical aids (including electronic magnification). It may include training to maximize visual efficiency such as neuromuscular rehab to achieve visual efficiently as well as utilization of near and distance optical devices.

A written report will be submitted to the referring VR Counselor.

**Itinerant Low Vision Evaluation.....\$400.00**

A Low Vision Therapist will provide a Low Vision Evaluation at a client worksite or other appropriate location.

- d) A single client located within 50 miles of the Low Vision Center may be referred and contracted for this service.
- e) Outside of the 50-mile radius, there must be a minimum of three (3) DVR clients in a concentrated geographic area for services to be referred and contracted.
- f) The evaluation is not to be conducted at a DVR counselor office or conference room.
- g) The emphasis of the evaluation will focus on the client's employment objective. The client may be currently employed or

- h) The evaluation will include an assessment to determine functional residual vision, including an evaluation for feasibility of specialized non-prescription optical aids; and provide exploration of specialized non-optical aids (including electronic magnification). It may include training to maximize visual efficiency such as neuromuscular rehab to achieve visual efficiency as well as utilization of near and distance optical devices.
- i) A worksite low vision evaluation will additionally identify specific barriers to successful employment related to vision (i.e., lighting, magnification, use of contrast, etc.)

A written report will be submitted to the referring VR Counselor.

**Optometric Examination .....\$200.00**

A doctor of optometry with a specialty in Low Vision performs an optometric examination to determine diagnoses, prognosis and recommend an appropriate treatment plan based on an individuals vocational and independent living needs. A written report will be submitted to the referring VR Counselor.

**Follow-up Visit evaluation with Therapist .....\$100.00 per hour**

After the optometric evaluation to maximize acuity, it may be necessary for a client to return to evaluate again the functional vision and the individual's ability to utilize their vision efficiently.

**Specialty application exam with Optometrist .....\$100.00 per hour**

For customized application related to vocational/educational/independent living goals, a consumer may need to return for additional optometric examination and consultation. A written report will be submitted to the referring VR Counselor.

**Training with adaptive aids.....\$100.00 per hour**

After a consumer receives the adaptive aids recommended in the Low Vision Evaluation and Exam, additional instruction and hands on training may be necessary.

**In-Service Training**

If the BFB is available to provide specific training, the normal charge for this training would range from **\$500 - 1000.00 per day**. Additionally, training arranged by the Bureau and attended by staff of DVR will incur a charge in the range from \$ 50 - \$150 per event per person.

**Fee for Service Agreement  
Between  
Division of Disability and Elder Services/Bureau for the Blind  
And  
Division of Vocational Rehabilitation**

**July 1, 2003 to June 30, 2004**

**Signature Page**

This signature page applies to the Fee for Service Agreement between the Division of Disability and Elder Services/Bureau for the Blind and the Division of Vocational Rehabilitation.

*Sinikka Santala /msh*  
Sinikka McCabe, Administrator  
Division of Disability and Elder Services

8-6-03  
Date

*Charlene L. Dwyer*  
Charlene Dwyer, Administrator  
Division of Vocational Rehabilitation

8-15-03  
Date

This agreement is effective until terminated by either party with a thirty-day advance written notice. This agreement shall be reviewed annually and revised upon the mutual concurrence of both parties. Other technical assistance or projects identified by either party during the agreement will be negotiated and further specified as amendments to this agreement. These agreements will be written and signed by the proper representative of each agency and identify the exact nature of the assistance to be provided. Fiscal specifications, if any, need to be identified. These agreements will be attached as amendments or as clarifications to this agreement.